

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER EXECUTIVE/
FINANCE COMMITTEE MEETING**
June 22, 2017

PRESENT: Larry Epstein, Patricia Finder-Stone, Beverly Bartlett, Beth Relich, Randy Johnson

EXCUSED: None

ALSO PRESENT: Devon Christianson, Debra Bowers, Laurie Ropson, Kristin Willems, Diana Brown, Denise Misovec, Mary Schlautman, Sandy Groeschel

The meeting was called to order by Chairperson Epstein at 8:30 a.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA:

Ms. Finder-Stone/Ms. Relich moved to adopt the agenda. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC:

No public comments

APPROVAL OF THE MINUTES OF MEETING OF June 30, 2016:

Ms. Relich/Ms. Bartlett moved to approve the minutes of the Executive & Finance Committee meeting of June 30, 2016. **MOTION CARRIED.**

**FINANCE 101-2018: EDUCATIONAL OVERVIEW OF ADRC FUNDING SOURCES AND
BUDGET INITIATIVES**

Ms. Christianson reviewed the "Finance 101" PowerPoint presentation to explain the ADRC history and complex funding streams from Federal, State and County governments. Ms. Christianson also shared the ADRC 3-5 Year Plan 2018 - 2023 handout and also reviewed the handout for the annual SWOT Analysis used for 2018 budget planning. Ms. Christianson also mentioned direction from the ACL to be creative in finding new ways to bring in dollars in order to sustain the business. The opening of the ADRC Grounded Café' is an example of this. Ms. Christianson shared some increases in contract costs for 2018 that have been included in the draft budget, including an increase of twelve cents per meal, and an increase for the rent of the Pulaski and De Pere locations. Ms. Christianson shared that some of the cuts that were anticipated to occur for 2018 did not come to fruition. This includes the Older Americans Act reallocation that was to happen in 2018 which would have resulted in a 5% decrease in funding. However, when the state submitted the plan to the federal government, there were questions that needed to be answered in order to implement the changes in 2018. The ADRC will face the cuts associated with reallocation in 2019. Ms. Christianson listed the unknown decisions, yet to be made that will affect the ADRC budget in 2018 to include: The Dementia Care Specialist position, the Nursing Home Relocation program, and the Title V employment program for seniors. The ADRC currently has 11 workers working through the Title V Employment program which equates to over \$100,000.00 in employment value to the ADRC. Currently this program is not included in the federal budget. The ADRC is focusing on advocacy efforts and is reaching out to legislators to educate them on the importance of keeping this program. Additionally the state, federal and county board budgets are not yet final for 2018.

Ms. Christianson reported that her goal is to keep funding to Curative Connections steady dependent upon Brown County Levy dollars received and possible federal funding domestic

cuts, which are still unknown. Ms. Brown from Curative Connections commented that it was good news that the anticipated funding from the ADRC will remain the same in 2018. Ms. Brown shared some scenarios that have assisted them this year including that Family Care providers agreed to pay an increase for the Adult Day Care programs resulting in a projected \$65,000.00 increase to Curative. Ms. Brown is happy to report that the Family Care companies are also beginning to see the benefit in these programs and therefore Curative is seeing a slight increase in participation as a result. Ms. Brown thanked the ADRC for funding that assists in offsetting the private pay rates. Ms. Brown shared that there is a projected deficit for the 2018 budget, but it is lower than the deficit in 2017.

NOMINATION & APPROVAL OF POTENTIAL BOARD MEMBER:

Ms. Christianson thanked Amy Payne from the Gathering Place for applying to be a member of the ADRC Board of Directors representing the mental health population. Ms. Christianson stated she feels fortunate to recommend her as a potential board member.

Ms. Payne introduced herself stating she is grateful to be considered for the Board of Directors. Ms. Payne is Certified Peer Specialist and is passionate about promoting mental wellness and works to break the stigma of mental illness by teaching classes and conducting support groups.

Ms. Relich/Ms. Finder-Stone moved to approve the nomination of Amy Payne to the ADRC Board of Directors.

DRAFT BUDGET DISCUSSION AND APPROVAL:

Ms. Christianson shared changes she is recommending for the 2018 budget that include changing the STD payout to staff out on short term disability to 50% of their income from 75% to order align with the Brown County STD plan.

a) Denmark Advisory Council Meeting

Ms. Christianson referred to the Denmark Organization and History handout. In June the rural program coordinator in Denmark resigned. It has been a challenge for years to balance being good stewards of funding and finding services that are most value added for Denmark. Ms. Christianson highlighted the dollars invested in the Denmark area. Back in 2014 Mr. Slusarek spent 20 hours per week at this location doing outreach to find ways to increase participation in programming and congregate meals. Ms. Christianson shared that the ADRC is serving just two congregate meals each day. There are 15 people receiving home-bound meals in Denmark. Ms. Christianson met with the Denmark senior advisory board in June and found that they very clearly valued having a free space to play cards with someone to answer the phone and to have coffee. They also shared that they do not value the congregate meals but do appreciate the home-delivered meals. Ms. Christianson is not certain at this point on the clear path forward. She is asking to start a process of engaging with the town and village and their business association to discuss further. Mr. Randy Johnson has agreed to participate with Ms. Christianson in these discussions. Ms. Christianson would like an additional board member to be included in these discussions and planning as well. The discussions so far have caused a bit of a stir in Denmark. Their concern is that Brown County may remove these services. Ms. Christianson assured the board that her communication so far has always been that she would like to learn and is not intended to convey that the Denmark location is being shut down. She assured the Village that the home delivered meal program would continue. Ms. Christianson has updated Supervisor Campbell of these events. Ms. Christianson will temporarily have a temp employee in place to continue meals and services as they have previously while alternatives are

investigated. Ms. Christianson shared that they have included funding to maintain the Denmark location for the 2018 budget year.

b) Nutrition re-organization

Ms. Christianson shared with changes in personnel in Green Bay, Denmark, and De Pere there will be continued efforts to review best practices and to look for additional efficiencies in all the nutrition programs in 2018.

c) In-Home Worker Program

Ms. Schlautman reviewed the In-Home Worker program. There are 3 arms of this program where local workers are hired privately by ADRC customers to assist in completing chore services, home-making, and personal care services. The workers are not employed or supervised by the ADRC but are vetted by the ADRC through criminal background checks, reference checks and an orientation meeting prior to being placed on the registry. Holly Lorenz runs this program and is retiring in July 2017. The chore and home-making services are most frequently requested. Ms. Schlautman reassigned the task of matching workers to customers for the chore services only back to the Information and Assistance department. So far this has been manageable for the I&A department to support. Additionally, a transition team has been created to analyze the work and the need for this service and to make recommendations on how best to proceed with the program. As a result the transition team is recommending the elimination of the In-Home Worker position and redistributing the work to other areas of the agency to include the support team, the caregiver support specialist and the Information and Assistance department. There will be continued oversight of the program by Ms. Schlautman to mediate any issues that arise. Ms. Schlautman proposes to keep the chore and home-maker services portion of the program and to eliminate the personal-care services part of the program. The requests coming in for personal-care work is becoming increasingly specific and technical. Some examples of these requests are insulin injections, home dialysis support and catheter support etc. The ADRC does not seek out skills or training for these workers and there is a risk associated. Ms. Schlautman called other agencies to inquire about their process and she found that they had discontinued the program. The personal care services part of the program carries the most liability for the agency, the customer and the worker. In addition along with the roll out of family care, there has been an increase in personal care provider agencies in the area that have not been available before. Ms. Schlautman also would like to keep the transition team intact to re-evaluate the program for the remainder of 2017. Additional recommendations may be made to the ADRC Board of Directors at that time. Additional discussion ensued.

Ms. Bowers then covered the preliminary 2018 budget summary and pointed out the increases and decreases from 2017 to 2018. Ms. Bowers anticipated and included a 3% Brown County Levy reduction into the budget as advised by the County Admin. Also, there is an additional reduction tied to the 85.21 program that is removed and transferring back to Brown County to administer. Ms. Bowers also pointed out the Grounded Café revenue and expenses included in the budget are guessed estimates for 2018. Ms. Bowers also shared that there is no other remarkable changes included in the 2018 budget that have not already been discussed.

Ms. Relich/ Ms. Bartlett moved to approve the re-organization of the ADRC Nutrition program and In-Home Worker Program and to accept the current draft budget as presented. **MOTION CARRIED**

ANNOUNCEMENTS:

Mr. Epstein shared that he will presenting at the ADRC state conference in September. The topic is on the importance of building character, values and virtue in our young population in order to have more personal accountability to make for a great society. Ms. Bartlett thanked Mr. Epstein for the program that he presented at the ADRC as she participated and really enjoyed the experience.

Ms. Finder-Stone shared that she participated in an outstanding program on ethics. The presenter was the former CFO of Enron.

Ms. Christianson was happy to announce that Barb Michaels, the ADRC Prevention Coordinator, was nominated and chosen to receive the "Above and Beyond Award" from WIHA which was presented at the Healthy Aging Base Camp convention on June 21, 2017.

ADJOURN:

Ms. Payne/Ms. Relich moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:30 a.m.

Respectfully submitted,

**Kristin Willems,
Administrative Specialist**